

### **Portishead LeRoc Privacy Policy**

At Portishead LeRoc we take the privacy and security of your data seriously. We certainly don't share it with any third parties.

#### The information we collect

We collect information that you give us through the contact form on our website, the welcome sheets at our classes and dances, and email bookings for events such as dances and workshops. This information includes things like your name, email address, phone number, how long you have been dancing, how many tickets you have bought for an event and whether or not you want to connect with us on Facebook. If you choose to do a workshop with us then we make a note of that too.

### What we do with your personal information

We have this information so we can – with your consent – tell you about the class, answer questions, make note of tickets you've bought for our dances, and also keep you up to date with news of our dances, workshops, special classes and other related events.

You can unsubscribe from our emails whenever you choose – the best way is to use the 'Unsubscribe' button on the email.

#### Cookies

We do use cookies and you can see our **Cookie Policy** on our website.

# Your rights

Under the new General Data Protection Regulations (GDPR) which come into force on 25 May 2018, you have a right to ask to see the information we hold about you. This is called a Data Subject Access Request (DSAR).

# Security of your personal data and the length of time we keep it

We process and store your data securely. We keep it for as long as you want to hear from us. If you choose to unsubscribe from our emails we will delete your information from those lists. If you ask us to update your information we will do that. If you would like us to remove all of your personal data from our files then you just need to ask.